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Special Assistant to the DD/A

Chief of Procurement

Survey By The Office of Training

1. Reference is made to memorandum of 6 November 1951, Subject: "Survey by the Office of Training."

2. In response to the questionnaire on the "Draft Specifications for A Survey of Non O/TR Training Activities" as applied to the Procurement Office, a negative report is submitted on categories 1, 2, 3, 4 and 5.

3. In response to the "Professional Administrative Officer Program", the following observations are made:

a. In theory, an excellent vehicle for establishing a standard modus operandi for the Agency in respect to Administration.

b. The initiation of specialized courses covering the operation of the housekeeping activities of the Agency would promote comprehension and appreciation of their activities.

c. Suggested grade level, starting from a base of GS-9, increasing and commensurate with the magnitude and responsibility of the assignment.

d. Proper determination of which T/O to expand and consequent initiation of recruitment action is not properly within the province of the Procurement Office.

e. Because of T/O limitations, on duty personnel and operational requirements, the Procurement Office cannot presently provide instructors or prepare instructional material; however, the following is indicated as a present substitute and long range plan:

(1) Immediate and presently operating on-the-job training plan.

(2) When possible, the preparation of an instructional manual concerning supply procedures and operations.

(3) When possible, the part time regular services of qualified Procurement Office employees to render pertinent supply lectures.

f. It is recommended that some type of rate of progress scoring be devised, with the establishment of requirements and grading in proficiency and certification to indicate an individual's acceptable completion of the course.

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SECURITY INFORMATION

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